



A Proud Past A Bright Future

Department of Parks and Recreation

(606) 327-2046

Fax: (606) 327-0095

Mission: *To provide recreational opportunities to the Ashland community thru programming that improves quality of life for all.*

APPLICATION FOR PERMISSION TO SPONSOR AN EVENT

The City of Ashland desires to fairly, impartially and safely regulate the use of all existing and potential City recreational venues and facilities. Each sponsor of an event shall complete this application and other required documents. Completed documents shall be submitted to the Department of Parks and Recreation, Ashland City Hall, P.O. Box 1839, Ashland, KY 41105-1839 at least 45 days before the proposed date of the event annually.

The sponsor of an event shall be responsible for obtaining any additional licenses and permits. Examples: Each sponsor participating in a recreation/street event may be required to obtain a City Business License; the serving of food requires issuance of a health permit by the FIVCO Health Department; etc. The sponsor of an event is responsible for notifying each additional participant of the requirement to obtain licenses and permits.

Name of Sponsor: _____

Name of Contact Person: _____

Address: _____

Phone Number: Home: _____ Email/Other: _____

Type of Event: _____

(Please note: Events requesting or requiring City assistance may be subject to any and all City Labor and Materials costs associated with the Sponsor's Event. Contact the Dept. of Parks and Recreation for details.)

Dates/Days of Event: _____ Start/Set-up Time: _____ Ending Time: _____

Purpose of Event (If Fundraising-list beneficiary(s) of funds): _____

Location: _____

Please check all relevant sponsor responsibilities to be accepted upon approval:

- | | | |
|--|---|--|
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Utilities | <input type="checkbox"/> Capital Improvements |
| <input type="checkbox"/> Appliances | <input type="checkbox"/> Preparation/Clean-up | <input type="checkbox"/> Staffing/Volunteers |
| <input type="checkbox"/> Background Checks | <input type="checkbox"/> First Aid | <input type="checkbox"/> Materials/Equipment |
| <input type="checkbox"/> Liability Insurance | <input type="checkbox"/> Security | <input type="checkbox"/> City Labor/Materials Cost |

List any proposed capital improvements/past improvements facilitated by the sponsor:

List specific character development opportunities the sponsor plans to facilitate (e.g. coaches' clinics, skill development workshops, volunteerism, etc.) _____

Program Specifics (answer Any/All that apply):

# Of Participants:	_____	# Of Games:	_____
# Of Volunteers:	_____	# Of Scholarships:	_____
# Of Coaches:	_____	Ages of Participants:	_____
Estimated Attendance	_____	Other: (use back page if nec.)	_____

Will your event potentially conflict/compete with other organizations? If yes, please explain how, and your plan to assuage. _____

Requested City Services: (Check all that apply, then list in detail, ALL types of City services requested.)

- | | | | |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> Traffic/Streets | <input type="checkbox"/> Transportation | <input type="checkbox"/> Parks/Recreation | <input type="checkbox"/> Police/Fire |
| <input type="checkbox"/> Sanitation | <input type="checkbox"/> Permission to use Banner/Signs/Display Board | <input type="checkbox"/> Other | |

Run/Walk/Cycle Event Requirements

Utilizing Standard City 5K Route

Event Sponsors,

Thank you for sponsoring and coordinating your event. Proper planning will be essential to the safe conduct of the event.

Below are requirements and responsibilities that must be fulfilled by the Event Sponsor in order to hold the event.

- **Minimum \$1000.00 fee required to subsidize City labor and material expenses.**
- **Minimum number of 40 traffic marshal volunteers required to utilize standard City 5K Route. If this requirement is not met at the time of the event, the event will not begin.**
- **All traffic marshal volunteers must be 16 or older and have ample knowledge of the rules of the road.**
- **Traffic marshal volunteers are responsible for familiarizing themselves with the following:**
 - **their post**
 - **the flow of traffic**
 - **expected and unexpected scenarios**
 - **potential risks**
 - **safety equipment**
 - **an escape route**
- **Traffic marshal volunteers will be required to wear a high visibility vest during all aspects of the event. *(provided at no cost by the City of Ashland)***
- **Volunteers must have the ability to communicate with the Event Sponsor/Event Supervisor in case of emergency.**
- **Do not get excited or frustrated and don't lose your temper with motorists. Remain calm and offer detour information if appropriate. Do not leave your position of safety to talk to a motorist.**

In the event your request deviates from the standard 5K Route, or your event requires additional City Services, there may be an additional charge. This amount will be determined according to the requested services. All fees must be paid no less than 48 hours prior to the event.

Please note: *There will be NO CHARGE for walks/runs that utilize the Central Park 5K Route. Contact the Department of Parks and Recreation for additional details.*

INDEMNIFICATION STATEMENT

It is fully understood that the City of Ashland, its agents or assigns shall have no personal liability whatsoever for the event that is to begin on the _____ day of _____, 20 _____. The City of Ashland reserves the right to modify terms of applications at any time. It is the responsibility of the sponsor to contact the City to determine the Requested City Services that will be provided.

It is further hereby acknowledged that _____, the event sponsor, expressly agrees to hold harmless and indemnify the City of Ashland, its agents and assigns, against any loss which may occur and to defend the City of Ashland against any action, in law or equity that may arise out of the above mentioned event.

Sponsor/Applicant Signature

Title

Witness

Action by Ashland Board of Commissioners:

Approved _____ **Denied** _____

ORDINANCE NO. 56, 2009

AN ORDINANCE OF THE CITY OF ASHLAND, KENTUCKY, ESTABLISHING THE PROCEDURES FOR THE USE OF CITY STREETS, RIGHTS-OF-WAY OR FACILITIES FOR STREET EVENTS AND REPEALING ORDINANCE NO. 109, SERIES OF 2007.

* * * * *

WHEREAS, City streets, rights-of-way or facilities are requested to be used for street events, and WHEREAS, rules and procedures need to be stated;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ASHLAND, KENTUCKY:

SECTION 1. That Ordinance No. 109, Series of 2007, is hereby repealed.

SECTION 2. DEFINITIONS.

(A) Street Event: An event to include but not limited to a circus, foot race, group walk, parade, public demonstration, street fair, etc., which requires use of streets, rights-of-way, or facilities where temporary closure, restricted vehicle flow or rerouting of pedestrian and/or vehicular traffic is required.

SECTION 3. APPLICATION PROCEDURES.

(A) Street event sponsor shall obtain from the City Manager's office or from the Department of Parks and Recreation an application for permission to hold a street event.

(B) Street event sponsor must complete and return application to the Department of Parks and Recreation forty-five (45) days prior to the proposed date for the street event. The City Manager may waive the 45-day notice requirement if the City Manager determines that the 45-day period could not be reasonably met.

(C) The sponsor of a street event shall indemnify the City of Ashland by completion of a hold harmless agreement as mandated by the City of Ashland and shall submit with the application as outlined in (B) above.

(D) The City Manager shall present each application for a street event to the Board of Commissioners for consideration.

SECTION 4. NOTIFICATION OF APPROVAL/DENIAL.

(A) The City Manager shall give written notification to the applicant of the Ashland Board of City Commissioners' decision to approve/deny a request for a street event.

(B) The City Manager will notify each affected City department of each approved street event and City services that are authorized in support of the street event.

(C) The City Manager shall maintain a file of each application for a street event.

SECTION 5. LIMITATIONS AND/OR PROHIBITIONS.

(A) The throwing of objects into a crowd is prohibited. Participants shall be limited to handing objects to spectators.

(B) Street vendors will be permitted:

1. If all required licenses or permits have been obtained and are available for inspection by the responsible enforcement agency, and
2. The street is closed to vehicular traffic other than street event or government operated vehicles.

(C) Noise shall be limited to that which is reasonable but under no circumstances shall noise exceed a decibel level known to cause pain or harm to human hearing.

SECTION 6. INSURANCE REQUIRED.

Sponsor will obtain event insurance with limits of liability of no less than One Million Dollars (\$1,000,000.00). The City Manager may in his discretion make reasonable reductions of such insurance where the risk is limited and a reduction is so justified or the City Manager may waive such insurance. (Certificate of insurance shall be submitted to the City Manager 14 days prior to the scheduled date of the street event.)

SECTION 7. PUBLIC SAFETY REVIEW COMMITTEE.

This ordinance shall establish a public safety review committee which shall consist of an individual, not affiliated with the event, appointed by the City Manager, the Police Chief or his designee, the Fire Chief or his designee, the Director of Public Works or his designee and the Corporation Counsel or his designee. The City Manager appointee shall serve as committee chair.

The public safety review committee shall be responsible to review the sponsor's plans for event management of public safety concerns to include but not limited to crowd and traffic control, fire prevention and suppression, emergency medical services, public health, or other legitimate public safety issues.

In the event the public safety review committee determines that public safety needs will not be met, they shall report their findings to the City Manager for his action.

SECTION 8. PENALTY CLAUSE.

If violation of this ordinance results in a uniform citation being issued, any person, firm or corporation who shall violate the provisions of this ordinance shall be deemed guilty of a misdemeanor and shall be punished pursuant to the provisions of KRS 532.090 or 534.040.

SECTION 9. All other ordinances of the City of Ashland and parts of ordinances in conflict herewith, to the extent of such conflict only, are hereby repealed.

SECTION 10. This ordinance shall be in full force and effect from and after its adoption, readoption and publication, as required by law.

/s/THOMAS E. KELLEY
MAYOR

ATTEST:

/s/MICHELLE MERCHANT
ASSISTANT CITY CLERK

ADOPTED BY THE BOARD OF COMMISSIONERS:	May 7, 2009	
READOPTED BY THE BOARD OF COMMISSIONERS:	May 21, 2009	
PUBLISHED:	June 26, 2009	